



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1133.9  
N35  
13 NOV 02

COMNAVCRUITCOM INSTRUCTION 1133.9

From: Commander, Navy Recruiting Command

Subj: RESERVE RECRUITING SUPPORT UNIT PROGRAM

Ref: (a) SECNAVINST 1001.37  
(b) COMNAVRESFORINST 1001.5  
(c) COMNAVRESFORINST 5305.2  
(d) COMNAVCRUITCOM 1100.8  
(e) COMNAVCRUITCOMINST 4400.1  
(f) BUPERSINST 1430.16  
(g) BUPERSINST 1001.39  
(h) COMNAVCRUITCOMINST 5604.1G

Encl: (1) Reserve Support Units OIC Phone Directory  
(2) Navy Reserve Center Phone Directory  
(3) NAVRES 1510/16 (Rev. 5-87), Individual  
Monthly Drill Performance  
(4) Performance Information Memorandum (PIM)

1. Purpose. Per reference (a), this program establishes a beneficial partnership between Commander, Navy Recruiting Command (COMNAVCRUITCOM) and Commander, Naval Reserve Force (COMNAVRESFOR) to enhance the effectiveness of the Delayed Entry Program (DEP) Leadership Program, improve COMNAVCRUITCOM Internet recruiting, and facilitate coordination of high visibility recruiting showcase events such as Blue Angels Airshows, Fleet Weeks, the Great Lakes Cruise, and other select opportunities.

2. Background. At any given time, Navy Recruiting Command has thousands of individuals in DEP awaiting shipment to Recruit Training Command (RTC). In the last three years, DEP attrition has averaged 18% with the cost of each attrite approximately \$8,700. Excessive DEP attrition has a far reaching impact, affecting accession costs, quality of life for recruiters, and manning levels throughout the Navy. The DEP Program provides motivation and training and prepares recruits (mentally and physically) for boot camp and follow-on assignments. N1, as resource sponsor, funded the Reserve Recruiting Support Unit (RSU) pilot program in FY00. The RSUs provide training lectures, administrative assistance for DEP processing, and

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manning for booths during Fleet Week. Over 1,000 hours of assistance was contributed by the RSUs to the DEP Program assisting in DEP Leadership.

3. Discussion. Selective Reservists (SELRES) will make an immediate and positive impact on the Navy DEP Leadership Program. The talent, experience and local availability of SELRES is a significant asset to the recruiting mission. Navy Reserve Centers are located in every state and are a tremendous resource for Navy Recruiting Command. A peacetime contributory support partnership in the area of DEP Leadership strengthens the Navy approach to recruiting, lowers DEP attrition, increases DEP referrals and increases recruiter productivity.

4. Scope. 13 RSUs have been stood up within COMNAVRESFOR. One unit assists with Internet recruiting and coordinates national level assistance for major recruiting events. The other 12 units, within four selected recruiting districts, provide joint efforts in the area of DEP leadership to reduce attrition and exploit other opportunities to increase production. The Recruiting District has overall responsibility of the DEP Leadership Program.

5. Responsibilities

a. Naval Reserve Activity (NRA):

(1) Publicize the program and screen volunteers for selection and assignment to RSUs. It should be emphasized that SELRES participation in the RSU is a highly visible, professional opportunity to shape the Navy's future Sailors and deal with the local public.

(2) Specifically note successful RSU participation in performance evaluations.

b. The Officer in Charge (OIC) of the RSU will:

(1) Work closely with the Naval Recruiting District (NAVCRUITDIST), Zone Supervisor (ZS)/Recruiter in Charge (RinC) to improve the overall effectiveness of the DEP Leadership Program. Unit OICs are required to attend a minimum of one DEP meeting per month and provide feedback to the NAVCRUITDIST Enlisted Program Officer (EPO).

(2) Serve as liaison between the NAVCRUITDIST and Navy Reserve Centers (NAVRESCENS) for local operational and administrative issues that arise between commands.

(3) Utilize enclosures (1) through (4) to manage the RSU participating with the DEP Program.

(4) References (b) and (d) include guidelines for flexible drilling procedures.

(5) Periodically provide the NAVCRUITDIST Commanding Officer with notification of unit manning, DEP Leadership events, recruiting successes or shortfalls. No specific reporting time frames are anticipated, just as needed.

c. Reserve Support Unit personnel shall:

(1) Coordinate with the ZS and RINC to plan, schedule, and facilitate monthly DEP meetings and events.

(2) Schedule facilities for special DEP meetings or DEP functions. (e.g. NAVRESCENS, YMCAs etc.)

(3) Assist COMNAVCRUITCOM recruiters in contacting and informing DEP participants of the dates, times and places for all DEP events. Provide assistance in transporting DEPPers utilizing Navy Recruiting Station (NRS) government vehicles to and from events.

(4) Conduct lectures and presentations and schedule special guest speakers for DEP meetings.

(5) Plan and conduct one DEP Family Night (DEP Event) a quarter per reference (e).

(a) Approval: The Center of Influence (COI)/Delayed Entry Program (DEP) request and approval form (NAVCRUIT 4455/1 shall be utilized, to receive advance written approval from the District Commanding Officer for DEP events.

(b) Cost Limits: Events shall not exceed a per person limit of travel meal rates per Joint Federal Regulations by location. Funding for events will be provided by the NAVCRUITDIST. Cost per person will include gratuity for example:

Location:

Memphis, TN Daily per diem rate: \$38.00

Breakfast: \$7.98 (21% of \$38)

Lunch: \$11.02 (29% of \$38.00)

Dinner: \$19.00 (50% of \$38.00)

(c) Purchase method:

1. \$2500.00 or less: Use the Government Commercial Purchase Card (GCPC) and ensure that a written quote is obtained from the vendor.

2. \$2501.00 and above: Submit a NAVCOMPT Form 2275 to your servicing Fleet Industrial Supply Center. The GCPC can be used as a method of payment.

(d) Immediate family members: Is defined as a spouse, parent, guardian, grandparent, or teenage sibling who may have or can create interest in a Navy enlistment.

(e) Attendance: A representative from the Navy Recruiting District Headquarters, the local Recruiter in Charge, or other appropriate representative from the NAVCRUITDIST shall attend each event and sign the "COI/DEP Event Guest List" as certification of services received. The requirement for the District Headquarters representative may be waived by the District Commanding Officer when distance and travel limitations are factors. In such cases local Recruiter in Charge or other appropriate representative will serve as certification.

(f) Restrictions: Funds may not be expended for the following:

1. Lavish or extravagant events
2. Personal expenses of tour guests
3. Purchase of alcoholic beverages
4. Rental of commercial conveyance to transport Navy guest
5. Rental of facilities or hiring of personnel
6. Organizational anniversaries, celebrations, and changes of command
7. Participation in public or special events where admission, seating or other accommodations and facilities

connected with the event are restricted as to sex, race, creed, color or national origin.

8. Circumvention of regulations or restrictions prescribed by any other directive

9. Any purpose for which the use of appropriated funds is expressly prohibited

10. Incidental Out-of-Pocket Expenses (OPE) incurred by recruiters in day-to-day operations

11. Other incidental expenses that are payable from other sources (e.g., registration fees, costs to develop announcements or signs)

(6) Assist in administering, monitoring and evaluating the effectiveness of the Advanced Pay Grade (APG) program, to ensure full implementation throughout the DEP pool. Schedule and conduct DEP Personal Qualification Standards (PQS) training to include maintaining the required reports.

d. COMNAVCRUITCOM Internet RSU will:

(1) Coordinate with Cyberspace Director (N93) and Public Affairs Officer (00P) to assist with Internet recruiting and coordinate national level assistance for major events. Events such as Blue Angels air shows, Fleet Week, major conventions and any special events such as the NASCAR Showcase sponsored by Center for Career Development (CCD) are some examples where assistance will be provided.

(2) The Headquarters, Reserve Support Unit Commanding Officer (RSUCO) will serve as liaison for Naval Reserve Affairs, and the OIC for Cyberspace RSU. This purview will not include involvement in COMNAVCRUITCOM or COMNAVRESFOR production issues.

e. SELRES assigned to an RSU are authorized to:

(1) Earn up to the maximum monthly Inactive Duty for Training (IDT) points.

(2) Earn the Navy and Marine Corps Achievement Medal for contributing to the COMNAVCRUITCOM recruiting goal per reference (e).

(3) Earn Gold Wreath awards and points towards advancement exams per reference (f).

(4) Earn a Gold Wreath Award when the NAVCRUITDIST they support receives a Gold Wreath and documentation indicates the SELRES has met drill requirements for the reporting period.

f. NAVCRUITDIST/NRS responsibilities:

(1) NAVCRUITDIST Commanding Officers will evaluate the RSU OIC performance, and refer substandard performance to the Navy Recruiting Region Commander or COMNAVCRUITCOM HQ RSU CO for appropriate action. A concurrent FITREP for the OIC should be submitted during the periodic reporting periods.

(2) Ensure RSU personnel are used primarily to facilitate and enhance the DEP Leadership Program outlined in reference (f).

(3) Provide SELRES personnel with NAVCRUITDIST name tag, recruiting badge and an adequate supply of recruiter business cards per reference (g).

(4) Provide orientation and training to SELRES on the DEP Leadership Program and the use of support materials.

(5) Designate NAVCRUITDIST personnel, E7 or above, to verify and submit Inactive Duty for Training (IDT), Inactive Duty for Training Travel (IDTT), Rescheduled IDT, or Excused Absence forms to the appropriate NRA per reference (h).

(6) Provide Performance Information Memorandum (PIM) or concurrent reports of fitness for participating SELRES.

(7) Submit specific action Navy Achievement Medal (NAM) nomination for participating SELRES credited with four active duty accessions during a 12-month period.

(8) Evaluate and track progress for Gold Wreaths.

(9) Zone Supervisors and RINCs will integrate RSU personnel into their DEP Leadership Program.

6. Forms. The following forms may be obtained from the Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB 600 (NLL) Navy Stock List of Publications and Forms.

a. NAVRES 1570/16 (REV 5-87), Individual Monthly Drill Performance. This form is also available electronically via the web at, [www.NAVRES.Navy.mil/NAVRESFOR/admin/forms/157016.pdf](http://www.NAVRES.Navy.mil/NAVRESFOR/admin/forms/157016.pdf).

b. NAVPERS 1070/613 (REV 10-81), Administrative Remarks, S/N 0106-LF-010-6991. This is also available electronically via the web and the BUPERS CD-ROM at [www.BUPERS.Navy.mil/cdrom/dev/cd/forms/n1070613.pdf](http://www.BUPERS.Navy.mil/cdrom/dev/cd/forms/n1070613.pdf).

/s/

G. E. VOELKER

Distribution:

COMNAVCRUITCOMINST 5216.2U

IA Department Directors and Special Assistants

ID Navy Personnel Command

IE Navy Recruiting Orientation Unit

IIA Region Commanders

IIC Recruit Training Command

IIIA Navy Recruiting Districts

IIIB Directors, Navy Recruiting Processing

## Reserve Support Units OIC Phone Directory

### COMNAVCRUITCOM HEADQUARTERS

MEMPHIS  
UIC:

NAVAL RESERVE CENTER

RSU 84040

RSU OIC  
6044 CHICORY PLACE  
ALEXANDRIA, VA 22310-1795  
[ljreese357@aol.com](mailto:ljreese357@aol.com)

CAPT DAVE GATES  
(H)  
(703) 922 2409 (W)

### NAVCRUITDIST NEW ORLEANS

LITTLE ROCK  
UIC: 61790

NAVAL AND MARINE CORPS  
RESERVE CENTER  
8005 CAMP ROBINSON ROAD  
[pelton@cnrf.nola.navy.mil](mailto:pelton@cnrf.nola.navy.mil)

LCDR W. L. PELTON  
(501) 771-0880/1661  
FAX: 253-9366

RSU 84037

RSU OIC  
1295 E RAIN LAKE LANE  
COLLIERVILLE, TN 38017  
[CHRIS\\_DAVIS@TOYOTA.COM](mailto:CHRIS_DAVIS@TOYOTA.COM)

LCDR CHRIS DAVIS  
(901)-350-0032 (H)  
(901) 375-9049 (W)

NEW ORLEANS  
UIC: 61954

NAVAL AND MARINE CORPS  
RESERVE CENTER  
5020 LAKESHORE DRIVE  
NEW ORLEANS LA 70146-3310  
[nola@cnrf.nola.navy.mil](mailto:nola@cnrf.nola.navy.mil)

CAPT. FISHER  
(504) 678-1070/1  
FAX: 283-4441

SHREVEPORT  
UIC: 61944

NAVAL AND MARINE CORPS  
RESERVE CENTER  
1440 SWAIN LAKE ROAD  
BOSSIER CITY LA 71111-5334  
[Flynnl@cnrf.nola.navy.mil](mailto:Flynnl@cnrf.nola.navy.mil)

LCDR C. B. FLYNN  
(318) 746-9657/9  
FAX: 746-9580

RSU 84036

RSU OIC  
3304 WILLIAMSBURG PL  
BOSSIER CITY, LA 7112-3168  
[LOVINGR@HQ.CNRF.NAVY.MIL](mailto:LOVINGR@HQ.CNRF.NAVY.MIL)

LT ROGER LOVING  
(318) 747-7724 (H)

### NAVCRUITDIST NEW YORK

AMITYVILLE  
UIC: 68858

NAVAL AND MARINE CORPS  
RESERVE CENTER  
600 ALBANY AVE  
AMITYVILLE NY 11701-1124  
[waite@cnrf.nola.navy.mil](mailto:waite@cnrf.nola.navy.mil)

LT J. P. WAITE  
(516) 842-4850/3209  
FAX: 842-3083



RSU 84039	RSU OIC  l1aa@mindspring.com	LCDR PAUL RICHMAN (631) 289-1837 (H) (212) 290-7670 X103
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BRONX UIC: 61843	NAVAL AND MARINE CORPS RESERVE CTR FORT SCHUYLER 4 PENNYFIELD AVENUE BRONX NY 10465-4196 <a href="mailto:manuel@cnrf.nola.navy.mil">manuel@cnrf.nola.navy.mil</a>	LCDR B. A. MANUEL (718) 892-0312/3 FAX: 892-9464
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RSU 84038	RSU OIC  <a href="mailto:gberger1@pclient.ml.com">gberger1@pclient.ml.com</a> NAVAL AND MARINE CORPS RESERVE CENTER FLOYD BENNETT FIELD BROOKLYN NY 11234-7097 <a href="mailto:howard@cnrf.nola.navy.mil">howard@cnrf.nola.navy.mil</a>	LCDR GREG BERGER  CDR E. S. HOWARD (718) 258-0258/0581 FAX: 258-0753
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RSU

**NAVCRUITDIST NEW YORK**

KEARNY UIC: 68846	NAVAL RESERVE CENTER 53 HACKENSACK AVENUE KEARNY NJ 07032-4619 <a href="mailto:murphyc@cnrf.nola.navy.mil">murphyc@cnrf.nola.navy.mil</a>	CDR MURPHY (201) 690-5906/7/8 FAX: 690-5527
RSU 84043	RSU OIC 24 PHOENIX RD MARLTON, NJ 08053  KENNETH.R.BLACKMON@AEXP.COM	LCDR KEN BLACKMON (856) 741-8000 X351

**NAVCRUITDIST KANSAS CITY**

KANSAS CITY UIC: 62054	NAVAL RESERVE CENTER 3100 EAST BRUSH CREEK BLVD KANSAS CITY MO 64130-2499 <a href="mailto:lumetta@cnrf.nola.navy.mil">lumetta@cnrf.nola.navy.mil</a>	CDR J. P. LUMETTA (816) 861-0302 FAX: 924-4261
RSU 84034	RSU OIC 202 NORTHROCK RD APT 1606 WICHITA, KS 67206	LCDR MIKE CARRERA (316) 941-2598 (W)
RSU 84044	RSU OIC 12240 S. MULLEN RD OLATHE, KS 66062 LT_JEFF_KIRK@HOTMAIL.COM	LT JEFF KIRK (913) 782-6915 (H) (913) 458-7615 (W)

TULSA UIC: 61938	NAVAL AND MARINE CORPS RESERVE CENTER 1101 N 6TH STREET SUITE #5 BROKEN ARROW OK 74012-2041 <a href="mailto:tulsa@cnsrf.navy.mil">tulsa@cnsrf.navy.mil</a>	LCDR R. D. WARD (918) 258-7822 FAX: 251-6684
RSU 84045	RSU OIC PO BOX 201 DEPEW, OK 74028 <a href="mailto:THUNTER44@YAHOO.COM">THUNTER44@YAHOO.COM</a>	LCDR THERESA HUNTER (918) 324-5169

**NAVCRUITDIST SAN DIEGO**

LAS VEGAS UIC: 62241	NAVAL AND MARINE CORPS RESERVE CENTER 2801 E SAHARA AVENUE LAS VEGAS NV 89104-4119 <a href="mailto:resnick@cnrf.nola.navy.mil">resnick@cnrf.nola.navy.mil</a>	LCDR L. B. RESNICK (702) 457-6528 FAX: 457-4501
RSU		
MORENO VALLEY UIC: 62114	NAVAL AND MARINE CORPS RESERVE CENTER 1280 Z STREET BLDG 2630 SUITE 1 MARCH AFB CA 92518-2064 <a href="mailto:courtney@cnrf.nola.navy.mil">courtney@cnrf.nola.navy.mil</a>	LCDR D. L. COURTNEY (909) 655-7699 FAX: 655-5980
RSU 84042	RSU OIC 1134 9 <sup>TH</sup> ST APT E SANTA MONICA, CA 90403 <a href="mailto:jeanbach57@hotmail.com">jeanbach57@hotmail.com</a>	LCDR JEAN BACH (310) 394-8918 (H) (310) 383-4833 (C) FAX: 394-0749
SAN DIEGO UIC: 62106	NAVAL AND MARINE CORPS RESERVE CENTER 9955 POMERADO ROAD SAN DIEGO CA 92131-5001 <a href="mailto:buxton@cnrf.nola.navy.mil">buxton@cnrf.nola.navy.mil</a>	CDR R. D. BUXTON (619) 537-8040 FAX: 537-8042
RSU 84041	RSU OIC 12727 RUE VINCENNES SAN DIEGO, CA 92131 <a href="mailto:cdkamlin@hotmail.com">cdkamlin@hotmail.com</a>	LCDR COLETTE KAMLIN

Navy Reserve Center Telephone Directory

COMNAVCRUITCOMINST 1133.9

RESERVE CENTER	ADDRESS	CITY/ STATE	PHONE	NRD	ADDRESS	CITY/ STATE	NRD PHONE	NEARBY NRS
NAVY AND MARINE CORPS	600 ALBANY AVE	AMITYVILLE NY	516 842-4850	NEW YORK	1975 HEAMPSTEAD TURNPIKE	EAST MEADOW NY	516 683-2501	FREEPORT
								HEAMPSTEAD
								PATCHOGUE
								CORAM
NAVY AND MARINE CORPS	4 PENNYFIELD AVE	BRONX NY	718 892-0312	NEW YORK	1975 HEAMPSTEAD TURNPIKE	EAST MEADOW NY	516 683-2501	WESTCHESTER SQUARE
								FORDAM RD
								WHITE PLAINS
								MELROSE
								CROSS COUNTRY
								HARLEM
								JAMACIA
NAVY AND MARINE CORPS	FLOYD BENNETT FIELD	BROOK-LYN NY	718 258-0258	NEW YORK	1975 HEAMPSTEAD TURNPIKE	EAST MEADOW NY	516 683-2501	SHEEPSHEAD BAY
								BROWNSVILLE
								BROOKLYN
								SOUTH STREET SEAPORT
								STATEN ISLAND
								LONG ISLAND CITY
NAVAL RE-SERVE CENTER	53 HACKEN-SACK AVE	KEARNY NJ	201 690-5906	NEW YORK	1975 HEAMPSTEAD TURNPIKE	EAST MEADOW NY	516 683-2501	MONTCLAIR
								EAST ORANGE
								PATERSON

Enclosure (2)

## Navy Reserve Center Telephone Directory

RESERVE CENTER	ADDRESS	CITY/ STATE	PHONE	NRD	ADDRESS	CITY/ STATE	NRD PHONE	NEARBY NRS
								JERSEY CITY
								HACKENSACK
								MORRISTOWN
								SOMERVILLE
								HACKETTSTOWN
<b>NAVY AND MARINE CORPS</b>	8005 CAMP ROBINSON RD	N LITTLE ROCK AR	501 771-0880	NEW ORLEANS	4400 DAUPHINE ST BLDG 602-2C	NEW OR-LEANS LA	504 678-6701	JACKSONVILLE
								WEST LITTLE ROCK
								CONWAY
								SEARCY
<b>NAVY AND MARINE CORPS</b>	5020 LAKE-SHORE DR	NEW OR-LEANS LA	504 678-1070	NEW ORLEANS	4400 DAUPHINE ST BLDG 602-2C	NEW OR-LEANS LA	504 678-6701	CITY PARK
								GRETN
								VETERANS
								CHALMETTE
<b>NAVY AND MARINE CORPS</b>	1440 SWAN LAKE RD	BOSSIER CITY LA	318 746-9657	NEW ORLEANS	4400 DAUPHINE ST BLDG 602-2C	NEW OR-LEANS LA	504 678-6701	SLIDELL
								BOSSIER CITY
								SHREVEPORT
								MARSHALL
<b>NAVAL RE-SERVE CENTER</b>	3100 E BRUSH CREEK BLVD	KANSAS CITY MO	816 861-0302	KANSAS CITY	10306 NW PRARIE VIEW RD	KANSAS CITY MO	816 880-1100	KANSAS CITY METRO
								OVERLAND PARK
								KANSAS CITY KANSAS
								INDEPENDANCE MO

## Navy Reserve Center Telephone Directory

RESERVE CENTER	ADDRESS	CITY/ STATE	PHONE	NRD	ADDRESS	CITY/ STATE	NRD PHONE	NEARBY NRS
								INDEPENDANCE MO
								GRANDVIEW
								GLADSTONE
								BLUE SPRINGS
								OLATHE
								LEAVENWORTH
<b>NAVY AND MARINE CORPS</b>	1101 N 6TH STREET SUITE # 5	BROKEN ARROW OK	918 258-7822	KANSAS CITY	10306 NW PRARIE VIEW RD	KANSAS CITY MO	816 880-1100	TULSA SOUTH
								TULSA METRO
								TULSA EAST
								CLAREMORE
<b>NAVY AND MARINE CORPS</b>	2801 E SAHARA AVE	LAS VEG-AS NV	702 457-6528	SAN DIEGO	33055 NIXIE WAY	SAN DIEGO CA	619 524-6740	VEGAS EAST
								VEGAS WEST
								HENDERSON
<b>NAVY AND MARINE CORPS</b>	BLDG 2630 SUITE 1	MARCH AFB CA	909 655-7699	SAN DIEGO	33055 NIXIE WAY	SAN DIEGO CA	619 524-6740	MORENO VALLEY
								REDLANDS
								SAN BERNARDINO
								RIVERSIDE
								FONTANA
								CORONA
								UPLAND
<b>NAVY AND MARINE CORPS</b>	9955 POMERADO RD	SAN DIEGO CA	619 537-8040	SAN DIEGO	33055 NIXIE WAY	SAN DIEGO CA	619 524-6740	MIRA MESA

Navy Reserve Center Phone Directory

Navy RESERVE CENTER	ADDRESS	CITY/ STATE	PHONE	NRD	ADDRESS	CITY/ STATE	NRD PHONE	NEARBY NRS
								CLAIREMONT MESA
								SANTEE
								POWAY
								COLLEGE GROVE
								SAN DIEGO
								ESCONDIDO
								EL CAJON
								CHULA VISTA
								OCEAN SIDE



Individual Monthly Drill Performance

COMNAVSURFRESFORINST 1570.2  
COMNAVRESFORINST 1570.9B  
COMNAVRESFOR 1570.16

WORKSHEET OF ACTIVITY CREDITABLE FOR DRILL (Read instructions on reverse side before completion)					MEMBER'S NAME:
DATE	NUMBER HOURS	LOCATION	ACTIVITY (e.g. clinics, conferences, sessions)	SUBJECT	VERIFICATION (e.g. signature, endorsement)



**Performance Information Memorandum**

From: (Originating Command)  
To: (Member's Permanent Duty Station)  
  
Subj: PERFORMANCE INFORMATION MEMORANDUM ICO (Rank/Rate, Name,  
SSN)

Ref: (a) BUPERSINST 1610.10

1. Period of duty: to

2. Type of duty:

[TEM DU/TEM ADD/AT/ADT, etc. Add "Under Instruction, If applicable].

3. Duties assigned (or courses attended):

[If the PIM covers course attendance, provide information needed for Page 4 of the field service record: Course Title, Course Identification Number, School Location, NEC earned (if any), Course Length, Dates Enrolled and Completed, Final Mark, and Class Standing. If the course was not completed, give reason].

4. Comments:

//S//  
I. M. Officer  
By Direction